

Doctoral Student Travel Policy 2021-2022

The Department is typically able to fund limited graduate student travel for doctoral students for purposes of presenting research at professional meetings and conferences. Travel to professional conferences for professional development purposes is also supported for first year doctoral students. The amount of funding available for travel is variable and based on available resources each year.

The following guidelines will govern graduate student travel and professional development for **2021-2022**:

1. **PhD Student Research Travel and Development Funds**
 - a. **PhD Students** who are in good academic standing and have been accepted to present their research at a professional conference will receive:
 - i. Total Allotment: Up to **\$800 for one trip annually**
 - b. First year PhD students that are enrolled full time but are not presenting research at a professional conference or meeting are eligible to receive limited funding during their first year (i.e., first two long semesters of enrollment) to attend one meeting for purposes of professional development. (This rule is applied to first year students that do not utilize any travel funding under 1.a. above)
 - i. Total Allotment: Up to **\$800 for one trip annually.**
 - c. Additional competitive funds from the UF Graduate School may also be available.
2. All travel expenses must be authorized before June 1, 2022 and must be spent prior to June 30, 2022.
 - a. Travel Authorizations (TAs) should be submitted to SPMAdmin@hhp.ufl.edu at least two weeks prior to travel (or before any purchases are made related to the travel) and approved. TAs must be filled in completely to be processed in a timely manner.